

**BYLAWS**

**of the**

**BOARD OF DIRECTORS**

**for**

**LOUISIANA SCHOOL FOR MATH,**

**SCIENCE, AND THE ARTS**

## **Chapter I. Bylaws**

### **Article A.**

#### **Part 1. Definitions**

- Section a. Louisiana School of Math, Science, and the Arts - The term "school" when used in these bylaws, shall refer to the school governed by the Board of Directors for the Louisiana School for Math, Science, and the Arts as established by Acts 1981, No. 932, enacting Part II of Chapter 8, consisting of R.S. 17:1961 through 17:1968, effective September 1, 1982 and any amendments as may be added thereto.
- Section b. The Board of Directors, or the "Board", as used in these laws shall refer to the governing board of the Louisiana School of Math, Science, and the Arts as duly appointed and qualified as provided by law.
- Section c. The "State Board" means the State Board of Elementary and Secondary Education.
- Section d. The "State Superintendent" means the State Superintendent of Education.
- Section e. Chairperson of the Board - The term "Chairperson of the Board" as used by these bylaws shall refer to the Board member who is duly elected Chairperson or Acting Chairperson of the Board.
- Section f. Director and Chief Administrative Officer - The Director of the School shall be selected by the Board as provided by law, and shall act as the Chief Administrative Officer of the Board. The State Superintendent of Education shall serve as the Chief Administrative Officer of the Board until such time as

the Board selects a Director for the School. The State Superintendent of Education shall relinquish such administrative duties to the Director when such Director officially assumes his duties with the Board as provided by law.

## **Part 2. Board Officers**

Section a. Election of Officers - At the first regular or special meeting of the Board in the month of July, the Board shall elect a Chairperson and a Vice-Chairperson. The Chairperson and Vice-Chairperson shall be members of the Board. Each of these officers shall hold office for one year or until a successor has been elected.

*(Revised 8/16/96 by Board Amendment)*

Section b. Chairperson of the Board - It shall be the duty of the Chairperson to preside at all meetings of the Board, to name the members of all standing and special committees of the Board and to fill all vacancies in the membership of such committees, in accordance with the provisions of these bylaws.

Section c. Secretary of the Board - The Director of the School shall serve as Secretary to the Board. Copies of all minutes, papers and documents of the Board may be certified to be true and correct copies thereof by the Secretary.

## **Article B.**

### **Part 1. Meetings**

Section a. Regular Meetings - The Board of Directors for the Louisiana School of Math, Science, and the Arts shall meet at least four times per year at a location to be decided by the said Board at its previous meeting, or as may be changed by the

Board by resolution at its pleasure, or on call of the Chairperson at a location to be designated by the Chairperson.

Section b. Special Meetings - A special meeting of the Board may be called by the Chairperson of the Board or upon receipt of a written request signed by (9) members specifying the purpose of the desired meeting. Notification shall be sent by mail or wire to each member at least five (5) calendar days before the time of the meeting.

Section c. Quorum - Ten (10) members of the Board shall constitute a quorum for the transaction of business, and all official action of the Board shall require the favorable vote of a majority of those members present and voting as provided by law. (*R.S. 17:1974(D)*)

Section d. Rules of Order - When not in conflict with any of the provisions of this article, Robert's Rules of Order (latest revision) shall constitute the rules of parliamentary procedure applicable to all meetings of the Board.

Section e. Order of Business - The order of business for regular meetings of the Board shall be as follows:

- (1) Roll call and invocation
- (2) Correction and approval of minutes of preceding regular meeting and of all special meetings held subsequent thereto.
- (3) Reports and recommendations of standing committees.
- (4) Reports and recommendations of special committees.
- (5) Reports and recommendations of the Director of the School.

(6) New business.

Section f. Meetings - All regular meetings of the Board shall be open except when otherwise ordered by the Board for the consideration of executive matters as prescribed by law. No final or binding action shall be taken in a closed or executive session. At least ten (10) days prior to each regular meeting of the Board, the Chairperson and Director shall prepare and forward to each member of the Board a tentative agenda for the meeting. The above shall place a particular item or subject on the agenda upon the request of any member of the Board. All matters requiring action of the Board, however, may be acted on even though not carried on the agenda, if agreed upon by 2/3 of the Board members present and voting.

Section g. Compensation of Members - Each member of the Board or the attending designee as stated by him may be paid fifty dollars (\$50) for each day of actual attendance at meetings of the Board or of a committee appointed by the Board on which the member serves, or while on business for the Board as assigned by it, plus travel and other expenses incurred in the performance of official duties. Reimbursement of travel and expenses shall be in conformity with regulations governing such expenses of State officials.

Section h. Minutes - The minutes of the meetings of the Board shall record official action taken upon motions or resolutions which are voted upon by the Board, and may contain a summary or report and pertinent discussion. In all cases when the action is not by a unanimous vote, the "ayes" and "nays" and abstentions of the

individual members shall be recorded upon the request of any member of the Board.

The foregoing provisions relative to contents of the minutes shall in general also apply to minutes of committees of the Board. The minutes of the Board become official only when completed by the Secretary and approved by the Board.

Section i. Reference to Committees - In cases where practicable or desirable, before taking action on any subject or matter clearly within the sphere of any standing committee, the Board may refer such subject or matter to the appropriate committee, which committee shall submit its recommendations in writing together with any appropriate resolutions necessary to implement them.

Section j. Presentation of Materials to the Board - The Director shall be charged with preparing the Board's agenda and materials to be submitted to the Board.

#### Article C.

##### **Part 1. Committees**

Section a. Executive Committee - There shall be an Executive Committee consisting of the Chairperson, Vice-Chairperson, and three other members appointed by the Chairperson. The Executive Committee shall consider matters referred to it by the Board, shall execute orders and resolutions assigned to it by the Board, and shall take immediate action if an emergency requiring such action arises between Board meetings. All acts of the Executive Committee shall be submitted to the Board for ratification or rejection, at its next meeting, except in matters in which

the Board shall have delegated to the Executive Committee full power to act.

Whenever the Board delegates to the Executive Committee full power to act with respect to any matter, affirmative action by a majority of the entire membership of the Executive Committee shall be required.

Section b. Standing Committees - All standing committees shall consist of no less than five (5) voting members of the Board. Unless and until otherwise decided by the vote of a majority of the membership of the Board, the standing committees of the Board shall consist of the following:

- (1) Academic Affairs Committee - To this committee may be referred matters concerning academic organization, curricula, scholarships and other academic affairs.
- (2) Finance Committee - To this committee may be referred all matters related to the financial and budgetary operations.
- (3) Personnel Committee - To consider all matters concerning personnel.
- (4) Legislative Committee - To this committee may be referred all matters of legislative nature brought before the Board.
- (5) Physical Plants Committee - To this committee may be referred matters relating to physical plants of the School.
- (6) Student Affairs Committee - To this committee may be referred all matters of policy concerning non-academic affairs relating to student welfare.

Section c. Appointment and Term of Committees - Members of all standing committees,

one of whom shall be designated as committee chairperson and one of whom shall be designated as committee vice-chairperson, shall be appointed by the Chairperson of the Board within thirty (30) days following his election as Chairperson. The term of committee appointees shall run concurrently with that of the Chairperson. Vacancies occurring among the appointive members of any committees, however arising, shall be filled by the President of the Board for the remainder of the term.

Section d. Meetings of the Standing Committees - It shall be the duty of the chairperson of each committee to call and to preside over the necessary meetings. The Secretary of the Board shall keep minutes of all committee meetings. The minutes of each meeting of the committee, showing its action and recommendation, shall apply with the provisions of Article B, Part I, Section h. above.

Section e. Quorum for Committee Meetings - A majority of the members of any committee of the Board shall constitute a quorum for the transaction of business. A committee chairperson, at any committee meeting, may appoint to membership on the committee in question any Board member in attendance at the committee meeting then being held.

Section f. Special Committee(s) - As need arises, the Board may create special committees with such function, powers and authority as it may determine. Special committees shall be established for temporary periods not exceeding the term of the Chairperson. Unless otherwise provided by the action of the Board for such



a committee, the Chairperson shall determine the number of its members, shall appoint the members and shall designate the Chairperson.

Section g. Ad Hoc Committee(s). Appeals Committee (Academic and Student Handbook): To this committee may be referred those appeals authorized by the Academic and Student Handbook dealing with discipline matters. *(Added/Revised by Board Amendments 4/16/93 and 9/27/99)*

Section h. Committees of the Board are only authorized to hear appealable issues. All other hearings must be heard by the Board itself. *(Added/Revised by Board Amendments 4/16/93 and 9/27/99)*

#### Article D.

##### **Part 1. Duties, Powers and Functions of the Board**

Section a. General Duties - It shall be the function of the Board of Directors to establish and maintain the Louisiana School of Math, Science, and the Arts and to provide the highest quality of instruction for the children of the School.

Section b. General Statement of Administrative Policy - The Board shall determine broad administrative and educational policies for the conduct of all of its affairs and the affairs of the School and shall provide for the execution of its policies by the Director of the School and all other employees of the School.

Section c. Other Duties, Powers and Functions - in its supervision and management of the School, the Board shall have the authority to:

- (1) Accept donations, bequests, or other forms of financial assistance for educational purposes from any public or private person or agency and

comply with rules and regulations governing grants from the federal government or from any other person or agency, which are not in contravention of the constitution and laws.

- (2) Purchase land and equipment and make improvements to facilities necessary for the use of the School, in accordance with applicable law.
- (3) Lease land or other property belonging to it or to the School, subject to approval of the commissioner of administration and in accordance with law.
- (4) Sell or exchange land or other real property not needed for School purposes, but only when specifically authorized by law and then only in accordance with the procedures provided in R.S. 41:982 for the sale of unused school lands. The sale shall be authorized by a resolution adopted by the board, and the act of sale shall be signed by the Chairperson of the Board or such other person to whom the signing may be delegated by the Board in the authorizing resolution.
- (5) Adopt, amend, or repeal rules, regulations, and policies necessary or proper for the conduct of the business of the Board.
- (6) Award certificates and issue diplomas for successful completion of programs of study. All such certificates and diplomas shall be in addition to a regular high school diploma which shall be issued by the State Board in accordance with the provisions of R.S. 17:6 (11) to any student who successfully completes the program of study adopted by the

Board.

- (7) Enter into contracts and agreements which have been recommended by the Director, in accordance with applicable law, and to the extent that funds are specifically appropriated therefor with other public agencies with respect to cooperative enterprises and undertakings related to or associated with an educational purpose or program affecting education in the School. This shall not preclude the Board from entering into other such contracts and agreements that it may deem necessary to carry out its duties and functions.
- (8) Perform such other functions as are necessary to the supervision and control of those phases of education under its supervision and control.
- (9) The Board shall delegate to the Director such of its powers and duties as it deems appropriate to aid the Director in the efficient administration of his responsibility for the implementation of the policies of the Board.

Section d. In addition to the authorities granted herein and any powers, duties and responsibilities vested by any other applicable laws, the Board shall:

- ( 1 ) Adopt rules, regulations, and polices necessary for the efficient operation of the School.
- (2) Establish criteria to be used in determining eligibility of applicants for enrollment.
- (3) Determine subjects and extracurricular activities to be offered. Such subjects shall initially be subject to approval by the State Board, and

thereafter, changes in the subjects shall be subject to approval by the State Board.

- (4) Select a Director who shall be the chief administrative officer of the School and who shall administer the rules, regulations, and policies adopted by the Board pursuant hereto.
- (5) Determine faculty and staff positions necessary for the efficient operation of the School and select personnel for such positions.
- (6) Prepare and adopt an annual budget necessary for the continued operation of the School.
- (7) Pay the expenses of the Board and its members and the salaries and expenses, including but not necessarily restricted to facilities, equipment, and supplies of the faculty and staff of the School out of funds appropriated or otherwise made available for the operating and administrative expenses of the Board and the School.
- (8) Exercise budgetary responsibility and allocate for expenditure by the School and programs under its jurisdiction all monies appropriated or otherwise made available for purposes of the Board and of such school and programs.
- (9) Prescribe and select for use in the School free school books and other materials of instruction for students enrolled in the School and programs under its jurisdiction for which the legislature provides funds. Wherever practical, the board shall select the same school books and other materials

of instruction as are adopted by the State Board.

- (10) Prepare and adopt or approve programs of study and rules, bylaws and regulations for the discipline of students and for the government of the School and programs under its jurisdiction, which shall not be inconsistent with law and which shall be enforced by the staff and faculty of the School. Such programs of study shall initially be subject to approval by the State Board, and thereafter, any changes in such programs of study shall be subject to approval by the State Board.
- (11) Prescribe the qualifications for teachers of this School. Such qualifications shall initially be subject to approval by the State Board, and thereafter, any changes in such qualifications shall be subject to approval by the State Board.
- (12) Adopt rules and regulations under which faculty members may become permanent employees of the School.
- (13) Develop and adopt a formula or system under which students shall be admitted. Such formula or system shall be sufficient to insure that at least one qualified applicant for admission from within the geographical boundaries of each city and parish school system shall be admitted to the School each year. If no qualified applicant from a city or parish school system applies for admission, then the slot(s) available to that school system shall be lost to that system for the duration of that student's enrollment.

(14) Adopt rules and regulations to provide for the evaluation of any applicant who has not been evaluated but who meets all other criteria for participation in the program.

Section d. And any other Duties, Powers and Functions as granted under R.S. 17:1962 through 1968 inclusive, or as same may be amended.

#### Article E.

##### **Part 1. Board Staff**

Section a. The Board may authorize the employment of such personnel as may be required to carry out the function(s) of the Board. It may assign to the personnel so employed such functions and duties as may be necessary to accomplish the purpose for which it was established.

Section b. The Board may employ on a fee basis such technical and professional assistance, including legal counsel, as may be necessary to carry out the powers, duties and functions of the Board.

Section c. The Board shall utilize the vast potential of the experienced competent professionals associated with the School.

#### Article F.

##### **Amendment or Repeal of Bylaws**

Section a. New Bylaws may be adopted, and bylaws may be amended or repealed, at any meeting of the Board, but no such action shall be taken unless notice of such proposed adoption, amendment, or repeal shall have been given at a previous

meeting or unless notice in writing of the proposed change(s) shall have been served upon each member of the Board at least thirty (30) days in advance of the final vote upon such change, provided, however, that by a vote of two-thirds (2/3) of the entire membership of the Board, the requirement for such notice may be waived.

#### Article G.

##### **Rules and Regulations of the Board**

- Section a. Any action by the Board establishing policy or methods of procedure, administrative, business, academic, or otherwise, not contained in these bylaws shall be known as "Policies and Procedures of the Board".
- Section b. Policies and Procedures of the Board may be adopted by the Board, or may be amended or repealed, in whole or in part, at any meeting of the Board in accordance with law.